

28 SEP 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 27 September 1978

1. (U/AIUO) Financial Planning Seminar: The second annual seminar was conducted on the mornings of 19, 20 and 22 September in the Headquarters auditorium. An average of between 175 to 200 employees are estimated to have attended the three sessions. The Director of Personnel gave the opening remarks. [REDACTED] Deputy Chief, Benefits and Services Division; [REDACTED] Chief, Personal Affairs Division; [REDACTED] Chief, Retirement Operations Branch; and [REDACTED] Chief, Retirement Affairs Division, were the "internal" speakers. A general insurance agent, a representative from the Civil Service Commission (who spoke on Civil Service retirement benefits), a vice-president of a prominent investment firm, a lawyer from Washington, D.C. and a CPA from a Virginia tax firm were the "external" speakers. Based on the critiques received thus far, the seminar was quite well received. All of the external speakers agreed to speak at no cost to the Agency. We plan to use several of them in the annual Retirement Information Seminar beginning 31 October 1978.

2. (C) Retirement Activity: The figures shown below depict the total retirement activity from the period 1 July 1978 through 12 January 1979. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 218 persons to go by 12 January, 34 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	46 (13)	53 (5)	99 (18)
Signed to go	36 (13)	83 (3)	119 (16)
Totals	82 (26)	136 (8)	218 (34)

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3. (U) Handicapped Program: The Civil Service Commission has approved the Agency's Affirmative Action Plan for the Handicapped Program for 1979. The Civil Service Commission indicated in its report to Congress that the plan had been received and was satisfactory.

4. (U) Annual Personnel Plan: The FY 1979 Annual Personnel Plan, Phase I was forwarded for DDCI approval.

25X1A 5. (U) Civil Service Reform Legislation: [REDACTED] OP/Plans Staff, went to Capitol Hill on 20 September to attend an opening meeting of the House-Senate Conference on the Civil Service Reform legislation. The meeting was cancelled shortly after it was scheduled to be held. [REDACTED] reports that the Conference expects to meet several times this week to resolve House-Senate differences and that the sessions are formal and limited to two Agency observers, i.e., one from OLC and one from OGC. OLC will keep OP informed on the matter. 25X1A

6. (U) Combined Federal Campaign: The 1978 Agency Combined Federal Campaign Kickoff Rally was held in the auditorium on 21 September. Approximately 250 Vice-Chairpersons and Keypersons attended the program and viewed the Combined Federal Campaign film as well as a short film specifically for training campaign workers.

7. (U/AIUO) Longevity Awards: Over 2,100 Length-of-Service certificates have been delivered to the directorate administrative offices on 22 September for subsequent presentation.

8. (U/AIUO) Storage - CPB: Central Processing Branch has received copies of the storage company contract bids for fiscal year 1979. We have reviewed the bids with respect to the amount and percentage of the proposed increases and forwarded our recommendations along with a summary of the old and new rates to the Office of Logistics' Contracting Branch for their action. Hopefully, the negotiating will be completed within a relatively short time and the new contracts signed on or near the renewal date of 1 October 1978.

9. (C) Conference - Suggestion Systems: The following Agency officers are slated to attend the 36th Annual Conference of the National Association of Suggestion Systems in San Francisco from 27 through 30 September 1978:

STATSPEC

[REDACTED] Chairman, [REDACTED] Awards Panel
[REDACTED], Chairman, OTS Awards Panel and
Advisor to DDO Special Panel

S-E-C-R-E-T

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25X1A

[REDACTED] Coordinator/OMC
[REDACTED] ennie, Chairman, NPIC Awards Panel
[REDACTED], Exec Secy, NPIC Awards Panel
[REDACTED] xec Secy, SAAC

10. (U) Suggestion Box: Two suggestions were received this week. One was forwarded to Retirement Affairs Division and the other to the DCI. The total number of suggestions received since the Program began on 15 June 1977 is 62.

11. (S) Rehired Annuitants: See attached report.

COMING EVENTS:

(1). (U) Personnel Management and Administration Course: Final arrangements have been made for the Personnel Management and Administration Course which is scheduled for the period 2-4 October.

(20. (U) Military Reserve Meeting: [REDACTED] 25X1A
Deputy Director for Planning and Requirement, Research, Development and Systems Acquisition, Department of Defense, will address the members of the Agency Military Reserve Unit on Monday, 2 October 1978.

[REDACTED]
F. W. M. Janney

25X1A

Attachment

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S E C R E T

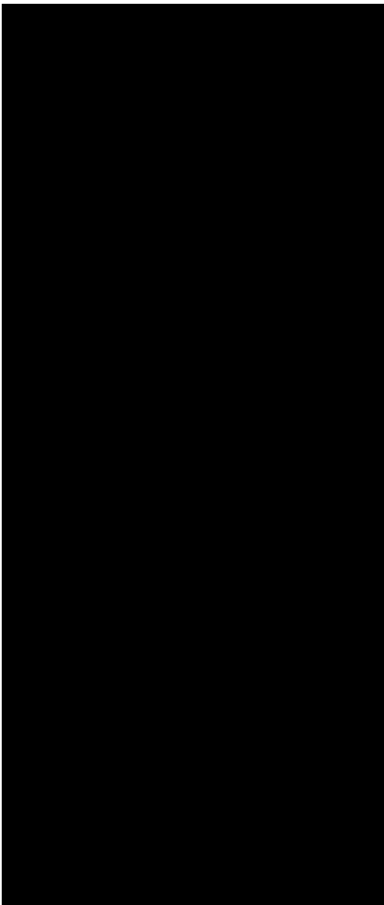
26 September 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (20-26 September 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant case was approved as a new hire:

NFAC

25X1A



- Independent Contractor, OGCR, effective 28 September 1978.

Following rehired civilian annuitant cases were approved by the Deputy Director for Administration:

- Contract Employee, OLC, one-year extension.
- Contract Employee, Office of Public Affairs, one-year extension.
- Contract Employee, O/DDA, nine-month extension.

Following rehired civilian annuitant cases were approved by the Director of Personnel:

- Independent Contractor, OS, one-year extension.
- Independent Contractor, OS, one-year extension.

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21 SEP 1978

MEMORANDUM FOR: Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Office of Personnel Report --
Week Ending 20 September 1978

25X1A 1. (U) Recruiters Conference: The Recruiters Conference at Headquarters concluded on 15 September. One of the highlights of this year's conference, in addition to meeting with the DCI and the DD/A, was [REDACTED] briefing at the monthly personnel officers meeting on the functions of a field recruiter. Also, the presentation made by the Office of Data Processing on its systems programmer requirements was especially informative and the recruiters are now better prepared to respond to this need.

2. (U/AIUO) Presidential Management Intern Program: Chief, Staff Personnel Division attended a session of coordinators of the Presidential Management Intern Program at the Civil Service Commission on 14 September. Cluster groups, individual development plans, the roles of supervisors and mentors, and plans for the 1979 program were among the topics discussed.

25X1A 3. (U/AIUO) Personnel Course: Final course schedules have been forwarded to all speakers for the Personnel Management and Administration Course (October 2-4). Letters of acceptance have been sent to the Directorate nominees--student notebooks have been completed. [REDACTED] will cover the subject of the "Role of the Component Personnel Officer."

4. (U/AIUO) Skills Session: We have received 88 nominations (capacity 90) for the 27 September Skills Session on "The Problem Employee" with the final registration date of 22 September 1978.

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5. (C) Retirement Activity: The figures shown below depict total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 202 persons to go by 12 January, 33 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	38 (13)	50 (5)	88 (18)
Signed to go	<u>34 (12)</u>	<u>80 (3)</u>	<u>114 (15)</u>
Totals	72 (25)	130 (8)	202 (33)

6. (U) Speaker -- Military Reserve Meeting: At the request of the Chief, Military Personnel Branch, [REDACTED], Chief of the Retirement Operations Branch, on 18 September 1978, addressed the Monday evening meeting of the Agency's military reserve units. The subject of her presentation was the crediting of military service under the Civil Service and CIA Retirement and Disability Systems.

7. (U) PANAMAC Computer: Two representatives from Pan American Airlines visited the Central Processing Branch on Wednesday, 13 September 1978, to brief the members of the Branch on the PANAMAC computer. The computer can be installed within the Agency and would provide us with our own reservations and ticketing facilities. They requested that Pan Am be given the opportunity to present its case in detail if the Agency should decide to install this type of equipment. The representatives were advised that they would be contacted if any decision was made to explore further the installation of the computer.

8. (U) Combined Federal Campaign: The Combined Federal Campaign Coordinator and six Directorate representatives attended the National Capital Area Kickoff Rally which was held at the Kennedy Center on 13 September 1978. Preparations are near completion on the Agency Kickoff Rally scheduled for 21 September at 1400 hours in the Headquarters auditorium.

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9. (S) Rehired Annuitants: See attached report.

COMING EVENTS:

(1). (U/AIUO) IG Inspection: Arrangements have been made for the IG Inspection Team to visit the [REDACTED] on 26 September. This visit is in conjunction with the regular annual inspection of the Agency's [REDACTED] installations. It is anticipated that the [REDACTED] will also be visited during September. The [REDACTED] will be visited in early November.

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25X1A

(2). (U) Military Reserve Meeting: Mr. John Brinkerhoff, Special Assistant to the Deputy Assistant Secretary of Defense for Reserve Affairs will address the Agency Military Reserve Officers on Monday evening, 25 September 1978, at 1745 hours in the Headquarters auditorium.

(Signed) F. W. M. Janney

F. W. M. Janney

Att

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EA-D/Pers, [REDACTED]:rj (21 Sept 78)

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S E C R E T

19 September 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (13-19 September 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant case was approved as a new hire:

DDO

25X1A

- Independent Contractor, DCD, effective 12 September 1978.

Following rehired civilian annuitant cases were approved for the Deputy Director for Administration:

DD

- Independent Contractor, LOG, six-month extension.

DD

- Independent Contractor, SE Division, one-year extension.

Following rehired civilian annuitant case was approved for the Director of Personnel:

DDA

- Independent Contractor, OS, one-year extension.

Following rehired civilian annuitant case was terminated:

NFA

- Contract Employee, NIO, terminated 15 September 1978.

S E C R E T